



# Request for Proposals

## Professional Services for

## Statewide On-Call Curb Ramp Design

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June 2016

### GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for Statewide On-Call Curb Ramp Design. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at:

<http://www.transportation.nebraska.gov/rfp/>

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's template

[Standard Professional Services Agreement](#), [Master IDIQ Agreement for Professional Services](#), [Task Order](#), and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

In accordance with NEB.REV.STAT. 84-712 et.seq., Nebraska Public Records Act, documents provided to NDOR are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

**SCOPE OF SERVICES****A. Overview of the work**

Generally this work will include providing design services for the State conforming to federal and state ADA laws for curb ramps and, when necessary, related pedestrian facilities at new locations and for replacing certain curb ramps as identified in the Nebraska Department of Roads' ADA Transition Plan, in draft or final form.

1. The Consultant will provide the State with services such as, but not limited to:
  - a. Reviewing the State's current inventory of curb ramps on the State Highway System
  - b. Conducting on-site visits of the curb ramps and documenting the findings
  - c. Preparing cost estimates for future curb ramp projects
  - d. Providing surveys of existing curb ramps
  - e. Preparing construction plans for future State projects
  - f. Conducting quality assurance reviews of curb ramps plans prepared by others
  - g. Conducting quality assurance reviews of curb ramps constructed as a result of these construction projects
  - h. Providing on-call services for the design of pedestrian facilities meeting federal and state laws, as a part of a highway or roadway improvement project.
2. Consultant may be requested to provide similar services for LPA's when approved by the State and FHWA.

**B. Qualifications, Knowledge and Experience**

1. The Consultant must have knowledge of State design practice and procedures for pedestrian facilities. The Consultant shall affix the seal of a registered professional engineer or architect licensed to practice in the State of Nebraska, on all plans, documents, and specifications prepared under this agreement as required by the Nebraska Engineers and Architects Regulations Act, Neb.Rev.Stat §81-3401 et. seq.
2. The Consultant's employees overseeing the performance of the work under this agreement must have training and experience with design of pedestrian facilities compliant with ADA standards.
3. The Consultant must have a working knowledge of the following documents:
  - a. NDOR's Roadway Design Manual
  - b. NDOR's Standard Plans
  - c. Americans with Disabilities Accessibility Guidelines (ADAAG)
  - d. Public Rights-Of-Way Accessibility Guidelines (PROWAG)
  - e. NDOR's ADA Transition Plan, in draft or final form
  - f. NDOR's policy for ADA Accessibility Requirements in Transportation Projects (DOR-OI 60-10)
  - g. Applicable local ADA laws and policies

**C. Software And Equipment Requirements**

1. The Consultant's design files must be compatible with MicroStation V8.05.02.55 or later (the State's drafting software), and must adhere to the State's drafting procedures, guidelines, and file naming convention. The design software must be GEOPAK V8.08.02.73 or later.

2. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

**D. Expectations For The Deliverables**

1. The Consultant will provide draft copies of all on-site reports, cost estimates, survey data, preliminary plans, and related data in electronic format (and paper if requested) for review and approval. The Consultant will then make appropriate changes and provide final copies of all on-site reports, cost estimates, survey data, final plans, and related data in electronic format (and paper if requested).
2. The consultant shall meet the deadlines set out in Task Orders.
3. It is expected that Consultant's work may be incorporated into State or LPA projects.

**DETAILS**

It is anticipated that three (3) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed four (4) year contract term will have a guaranteed contract minimum value of \$1,000 and a maximum value of \$1,000,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$50,000 to \$100,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

A minimum of five (5) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

***The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.***

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: [DOR.PDAnnualCertification@nebraska.gov](mailto:DOR.PDAnnualCertification@nebraska.gov).

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to: [DOR.PDAnnualCertification@nebraska.gov](mailto:DOR.PDAnnualCertification@nebraska.gov)

**Please do not call or write NDOR staff for information regarding the services in this RFP.** Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: [randy.eldorado@nebraska.gov](mailto:randy.eldorado@nebraska.gov) or call (402) 479-4778.

**EVALUATION CRITERIA**

**Short List (100 pts)**

**1. Professional qualifications necessary for satisfactory performance (30 Points)**

- a. Project manager and key team members are qualified to perform the services required for this project.
- b. Consultant's knowledge of NDOR design standards and procedures.
- c. Team has experience with curb ramp compliance to ADA standards.

**2. Approach to the project (30 Points)**

- a. Consultant has recognized and indentified special circumstances on the project.
- b. Consultant has provided logical approach to tasks and issues of the projects.
- c. Consultant has provided a schedule for the anticipated work.

**2. The capacity to accomplish the work in the required time (30 Points)**

- a. Consultant has adequate staff for this project.
- b. Current workload of the consultant.

**4. Past performance on contracts with government agencies and private industry (10 Points)**

- a. Past performance evaluations.
- b. References, if no past work has been performed by this consultant.

**Final Selection (100 pts)**

**1. Professional qualifications necessary for satisfactory performance (30 Points)**

- a. Project manager and key team members are qualified to perform the services required for this project.
- b. Consultant's knowledge of NDOR design standards and procedures.
- c. Team has experience with curb ramp compliance to ADA standards.

**2. Approach to the project (30 Points)**

- a. Consultant has recognized and indentified special circumstances on the project.
- b. Consultant has provided logical approach to tasks and issues of the projects.
- c. Consultant has provided a schedule for the anticipated work.

**3. The capacity to accomplish the work in the required time (30 Points)**

- a. Consultant has adequate staff for this project.
- b. Current workload of the consultant.

**4. Quality of the interview (10 Points)**

- a. Interview was clear and concise.
- b. Questions were appropriately answered by consultant.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date</b>	<b>Time</b>
RFP Posted	June 8	
Last Day Updates to RFP may be posted	June 22	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	June 29	5:00 PM
<b>Proposals Due</b>	<b>June 29</b>	<b>5:00 PM</b>
Post Short-List Consultants & Interview Schedule	July 13	5:00 PM
Interview	July 22	8am-12pm
Post Final Selections	July 27	5:00 PM

## **IDIQ ORDERING PROCEDURES**

When ordering specific on-call design services NDOR will consider each selected consultant's proposal along with any performance data on file with the NDOR. The selection of a consultant will be based upon the following criteria:

- a. Professional qualifications of the firm
- b. Specialized experience and technical competence in the type of work required
- c. Past performance of similar type of work
- d. Capacity of firm to perform the work in a timely manner
- e. To fulfill the minimum guarantee

Upon selection, NDOR will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

- a. Detailed scope of work
- b. Detailed description of deliverables
- c. Description of performance/quality measures
- d. Timeline for delivery of services

## **SUBMITTAL OF PROPOSALS**

***All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.***

One (1) hard copy and one (1) electronic copy of the submittal must be sent to the address listed below prior to the submittal deadline. An electronic PDF version of the consultant's proposal must be included with the hard copy submittal, or it can be emailed to [brad.reid@nebraska.gov](mailto:brad.reid@nebraska.gov)

Consultant Services Engineer  
Nebraska Department of Roads  
Planning and Project Development Division  
1500 Highway 2, PO Box 94759  
Lincoln NE  
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFP.

2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

## **INTERVIEWS**

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 15 minutes, followed by up to 5 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR selection committee will conduct interviews with the short-listed consultants via telephone, video conference, or in person at the Department of Roads, Central Complex, 1500 highway 2, Lincoln, Nebraska. Consultant may contact the Consultant Services Engineer to make any special arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director  
Nebraska Department of Roads

*EQUAL OPPORTUNITY EMPLOYER*